



Administrative Regulations

Number AR1-1
Issue 4

Issuance and Revision Instructions for Administrative Regulations

I. PURPOSE

The purpose of this regulation is to establish procedures for requesting, monitoring and issuing administrative policy directives of a continuing nature. This applies to all Administrative Regulations, whether affecting one or numerous departments.

II. SCOPE

This regulation is applicable to all City departments and offices responsible directly to the City Manager. It is also requested that elective offices and other independent offices and departments of the City comply with these procedures in the interest of administrative uniformity.

III. AUTHORITY OF ADMINISTRATIVE REGULATIONS

- A. All administrative policy directives affecting City departments reporting to the City Manager will be issued as Administrative Regulations over the signature of the City Manager.
- B. All written instructions pertaining to operating procedures or standard practices affecting two or more City departments will be in the form of Administrative Regulations issued over the signature of the City Manager.
- C. Administrative Regulations are deemed to be in full force and effect until cancelled in writing.

IV. ISSUANCE AND REVISION.

- A. Requests for new or revised regulations will be directed to the City Manager with a brief summary of the proposed regulation and the departments which will be affected.
- B. Based on the City Manager's concurrence that the proposed regulation/revision is appropriate, the City Manager will direct the department(s) most directly involved to prepare the regulation/revision.
- C. Prior to the regulation/revision being transmitted to the City Manager for signature, the preparing department(s) will transmit copies to the City Attorney, City Auditor, and other offices/departments which will be impacted, for their comments.
- D. The new or revised Administrative Regulations will then be transmitted to the City Manager for his signature accompanied by a memorandum acknowledging that the offices/departments mentioned in Section IV, Paragraph C have had an opportunity to review the regulation as it applies to their sphere of responsibility and concur in its issuance.

When certain statements do not receive general concurrence the differences in opinion should be outlined in the transmittal memorandum.

- E. Upon approval and signature of the City Manager, the new or revised regulation will be forwarded to the General Services Department, Reprographics Division for duplication and transmittal to all City departments and offices. Each department will be charged by the Reprographics Division for the printing costs associated with the number of copies requested.

F. It is incumbent upon all department heads to monitor and revise existing Administrative Regulations- and to prepare new directives for approval based on changes in management policies and governmental statutes.

V. DEPARTMENTAL RESPONSIBILITY

It shall be the responsibility of each department head to acquaint all concerned individuals within his department with the provisions of Administrative Regulations and to issue any additional detailed instructions that may be necessary to implement such provisions.

VI. ADMINISTRATIVE MANUAL

Administrative Regulations are required to be maintained in numerical sequence in the Administrative Manual provided for such documents.